

PERSONNEL

SEPARATION DOCUMENTS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction establishes guidelines and procedures to ensure the original and all copies of DD Form 214, Certificate of Release or Discharge from Active Duty, are distributed at the time specified in AFI 36-3202, dated 20 May 1994, with particular emphasis on copy 5, the copy sent to the Department of Labor (DOL).

SUMMARY OF CHANGES

Corrects unit designations and MPF work center/office symbol; generally updates the regulation format and quality of the text.

SECTION A - GENERAL INFORMATION

1. 159MSF/DPMPE, Career Enhancement Section, will prepare and distribute DD Form 214 for members of the Louisiana ANG who complete:

1.1. Ninety continuous calendar days or more of active duty for training. Military duty (AGR) tours are included in this category.

1.2. An initial active duty training tour with their ANGUS unit of assignment.

2. Unit Commanders will ensure personnel who enter on active duty tours described in Section A, paragraph 1, regardless of duty location, process through 159MSF/DPMPE no later than the first work day after their tour is completed.

3. Timely preparation and distribution of DD Form 214 is essential to the process of determining eligibility and entitlement to veterans benefits and unemployment compensation. Further, there are questions of liability for payments made to individuals while awaiting DOL confirmation of eligibility, when those payments are later determined to be unauthorized.

SECTION B - MPF GUIDELINES AND PROCEDURES

1. 159MSF/DPMPE will establish a program to control and monitor active duty tours of personnel assigned to serviced units to ensure DD Form 214s are prepared and distributed by the Career Enhancement Section on time. As a minimum, the following guidelines and procedures apply.

1.1 Train MPF Career Enhancements (DPMPE) personnel and impress on them the importance of timely completion and distribution of DD Form 214. Emphasize the negative impact when forms are not promptly mailed to the DOL and the Veterans Administration (VA).

1.2. Ensure DPMPE is on distribution for all active duty/active duty training orders.

1.3. Establish a suspense file. Use it.

1.4. Include DD Form 214 actions on the MPF in-processing checklist.

- 1.5. Maintain a record of processing delays to aid in solving recurring problems, to suggest methods of improvement and to answer inquiries.
- 1.6. Daily mailing of DD Form 214 (copies 3, 5 and 6) is most important. Periodically accomplish supervisory compliance checks.
- 1.7. Ensure a copy of "SERVICE 2" copy of DD Form 214 is distributed to HQ LA ANG for inclusion in member's AGO file.
2. Contact HQ LA ANG/DP for assistance when problems of a continuing nature cannot be solved at MPF level.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU
Major General, LAARNG
The Adjutant General

OFFICIAL

Signed

JOHN G. ROBINSON, COL, LA ANG
Executive Support Staff Officer